

Telecommunication Management System Reports

The reports for our new Telecommunications Management System (TMS) will be accessed from a web site. We will no longer be using Mobius to view telephone billing information. Also, we will no longer be mailing consolidated invoices and RE's; you will need to print these from the TMS web site.

There are four reports available to view at our TMS web site.

- 1. Customer Invoice**

This report shows a total summary by customer number. The first page will show the total charges for this GL number. There is a subtotal for long distance, calling cards, toll free, and other charges (recurring, non-recurring and miscellaneous). The first page is what you will print for SAMII payment and will replace your current Consolidated Invoice.

The report has links to see the detail for the different charges. Click on the items in blue and this will bring up a new screen showing the phone numbers and/or circuits for this GL and the charges applied.

- 2. RE Report**

This report is the RE information for SAMII that was mailed to you with the Consolidated Invoice in the past. Please print this report for each GL and mail to Accounting for payment.

- 3. Customer Invoice – Total by Section**

This report shows a total summary, by customer number and section, for long distance, calling cards, toll free, recurring and non-recurring charges for phone and data, and miscellaneous charges.

- 4. Customer Invoice – Total by City/Site**

This report shows a total summary, by customer number and city for long distance, calling cards, toll free, recurring and non-recurring charges for phone and data, and miscellaneous charges.

SAMII Payment

The SAMII RE and Invoice will no longer be mailed to you. We will send an email when the Invoice is available on the web site and you will print the Customer Invoice Summary (1st page of the Customer Invoice) and the SAMII RE for each GL number that you are responsible for payment. These reports should then be sent to OA/Accounting as done in the past.

TMS Web Site

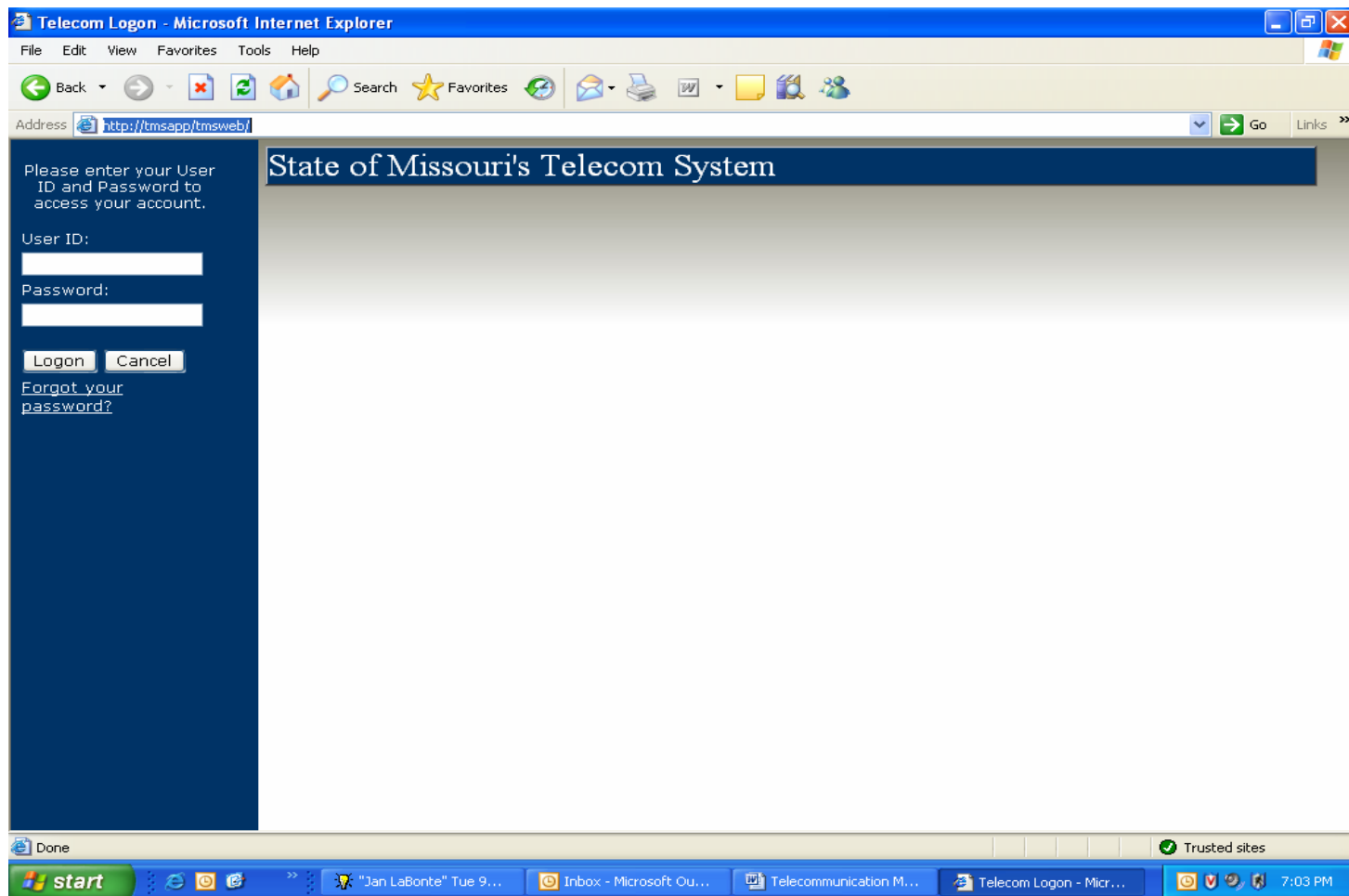
This is the link to the TMS Logon Screen: <http://tms.state.mo.us/tmsweb/>

Please enter a user id and password to access the reports.

User id = lastname + first initial Example: jonesm

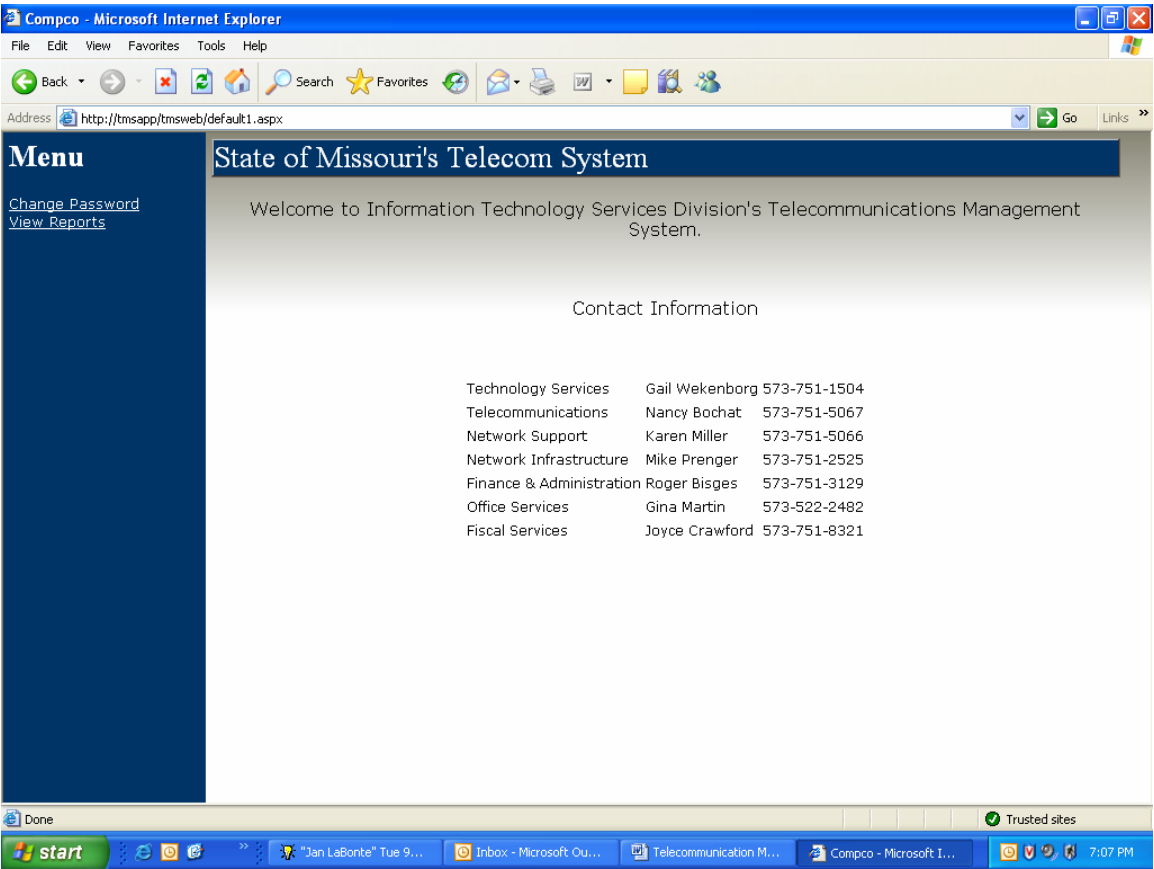
Password = password (until you change it)

If you change your password and cannot remember it, click on Forgot your password, enter your user id and the password will be emailed to you.



The screenshot shows a Microsoft Internet Explorer window titled "Telecom Logon - Microsoft Internet Explorer". The address bar displays "http://tmsapp/tmsweb/". The page content is divided into two main sections. On the left, a dark blue sidebar contains the following text: "Please enter your User ID and Password to access your account.", "User ID:", a text input field, "Password:", another text input field, "Logon" and "Cancel" buttons, and a link "Forgot your password?". On the right, a large white area features a dark blue header with the text "State of Missouri's Telecom System". The Windows taskbar at the bottom shows the "start" button, several open applications including "Jan LaBonte" and "Inbox - Microsoft Outlook", and a system clock indicating 7:03 PM.

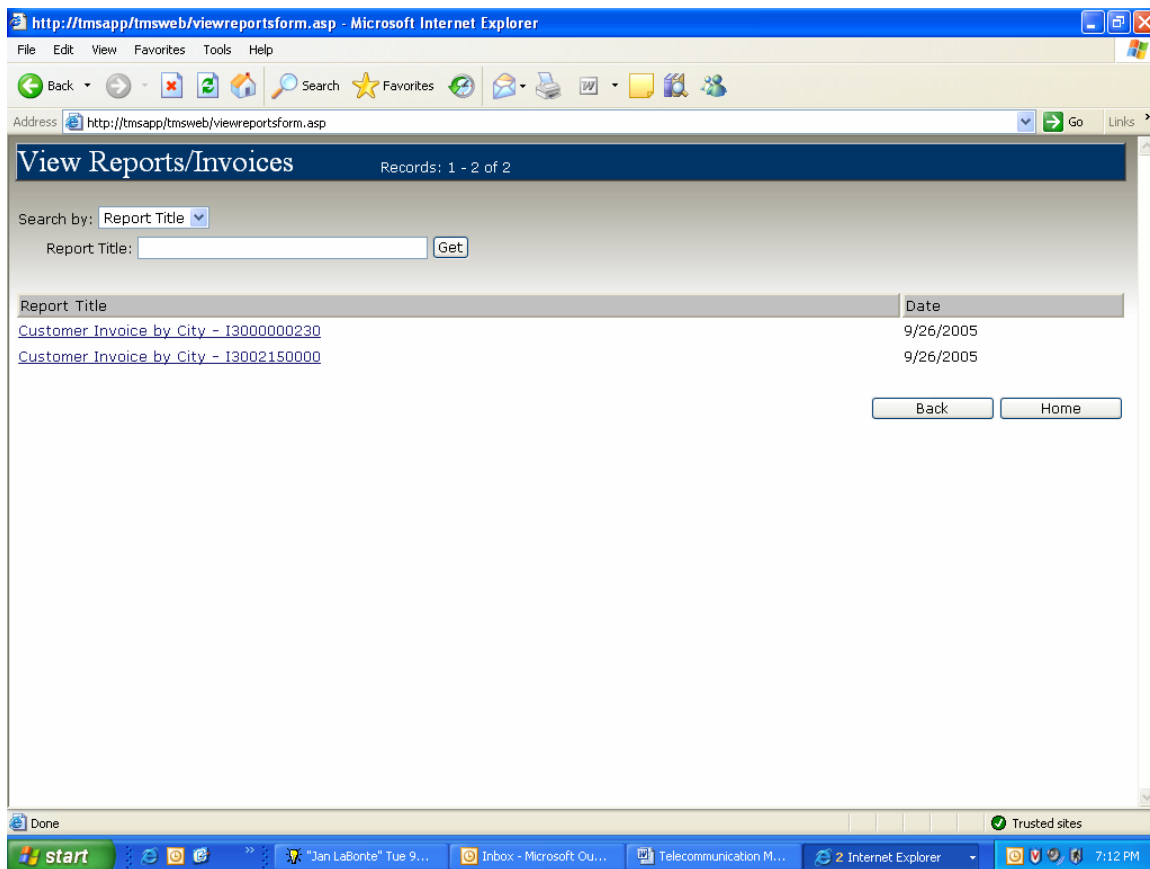
This is the TMS Home Page:



Click on Change Password to change your password to something unique. There are not any special requirements.

Click on View Reports to see available reports.

View Reports Screen



There are two views available to list the reports. Click on Search by and you will see Report Title and Date as the selection. If you want to see all the invoices in GL order, select report title. If you would like to see them in date order, select date. You can leave the Report Title and Date fields blank and this will show all reports.

Click on Home to go back to the Home Page or click Back to take you one screen back.

Click on Customer Invoice to view the report. Please see page one of this document for a description of the reports.

Here is the first page of the Customer Invoice.
Click on the blue links and this will show the detail charges.

Mysoft .Net: Crystal Report Viewer - Microsoft Internet Explorer

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Information Technology Services Division

For billing questions, please contact us at FiscalServices@oa.mo.gov or 573-751-3197.

For Telecom Requests or Trouble Reports, contact us at TelecomRequest@oa.mo.gov or 573-751-8111.

Summary of Charges by GL Number

Summary For Period: 8/1/2005 to 8/31/2005

GL Number	GL Description	Total Charges
100000000000	STATE NETWORK	688.43

-----Call Charges-----		-----Equipment/Service Charges-----	
Long Distance:	0.00	Voice Recurring:	688.43
Toll Free:	0.00	Data Recurring:	0.00
Calling Card:	0.00	Voice Non-Recurring:	0.00
Total For all Calls:	0.00	Data Non-Recurring:	0.00
		Blackberry Recurring:	0.00
		Internet Recurring:	0.00
		VPN Recurring:	0.00
		Misc:	0.00
		Total for Other Charges:	688.43

Export Report... Email Report...

Navigation Tip:

1. The scroll bars used to view the report can be cumbersome. We are working to improve this, but for now you will need to use both scroll bars to navigate the report. There is a scroll bar that is on the report and also a scroll bar outside of the report. To view the bottom of the report – use the outside scroll bar until you can see the end of the page, and then use the report scroll bar and move to the right or left to see the information.
2. When you click on the blue links the report will open in a separate window so you may have several windows open at one time. When you are done viewing the report, close the window by selecting the X in the top right of the screen.
3. It is not necessary to logout of this system. Close all windows and this will disconnect you from our web site.

This page shows the detail information when clicking Total for Other Charges. This report shows the charges for everything except usage which is on the reports for Long Distance, Toll Free and Calling Card. You will need to click on these links to see the usage detail.

The report detail is sorted by user number (circuits/phone numbers in numerical order)

In the upper left hand corner is a list of all cities (sites) under this GL number. Click on the + in front of the city that you want to see the detail for. The screen is split into two sections. The left of the screen shows you the phone numbers or circuits and you can click on the number you want and this will take you directly to the page for that number. Scroll down using the inside scroll bar to find the highlighted number selected.

Another option is to use the search tool at the top of the screen. Enter the phone number or circuit in the blank next to the binoculars, click on the binoculars and this will find your information. If you do a search and your number is not found, click on the yellow arrow key that will take you back to the first page of the report and try your search from there. The search does not go backwards in the report to find a number.

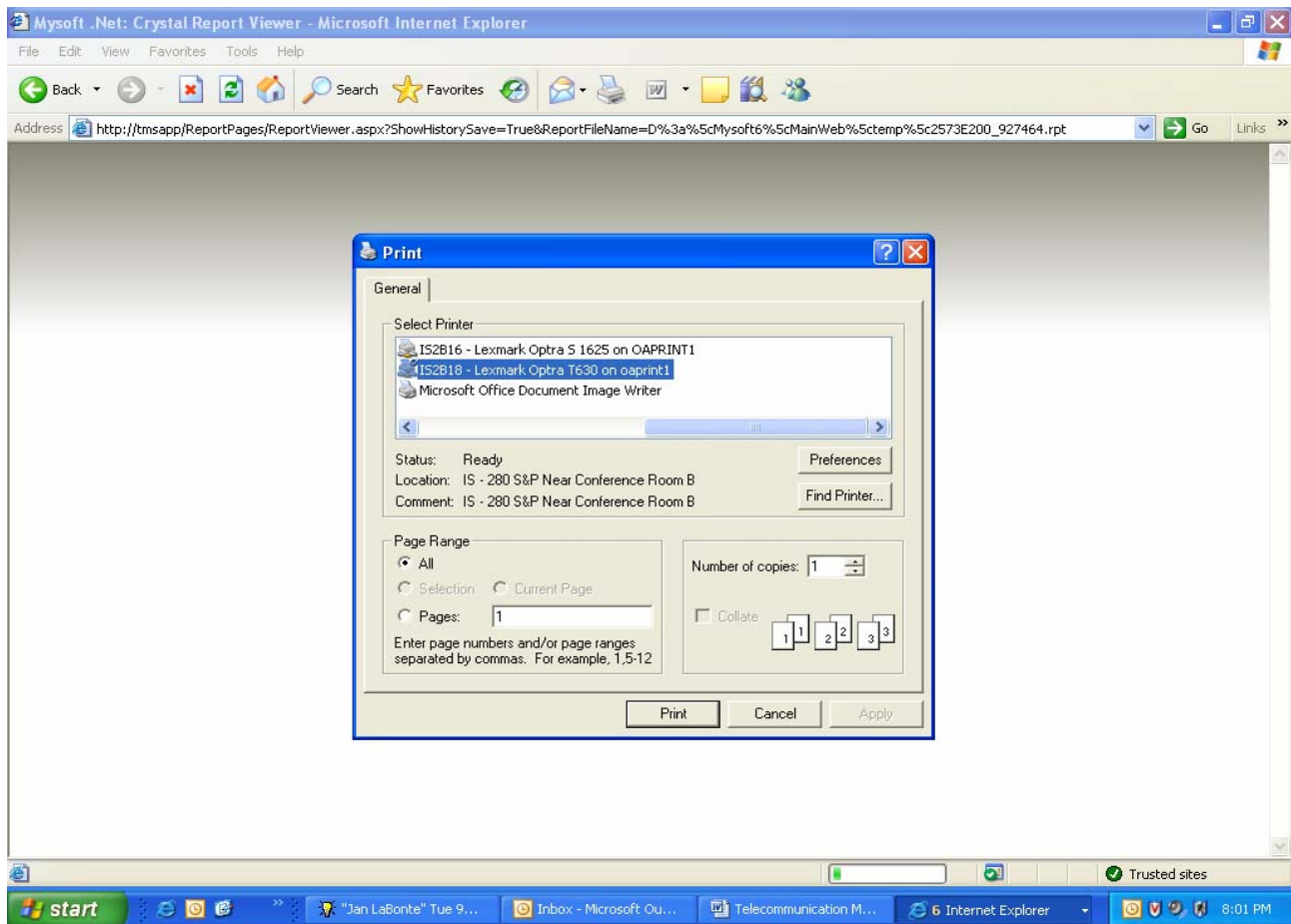
To page through the document, use the yellow arrow keys or if you know the page number, enter it in the blank and click on the red arrow.

Detail Transaction		
00DHXX00004:		
00DHXX00004:		
00DHXX00004:	00DHXX000042009	
00DHXX00004:	WAN ACCESS 0-30 MI	401.25
00DHXX00004:	WAN MIDLINK IDNX	749.00
00DHXX00004:		1,150.25
00DHXY19170:		
00DHXY19171:	00DHXX000042010	
00DHXY19171:	WAN MIDLINK IDNX	749.00
00DHXY19171:	WAN ACCESS 0-30 MI	401.25
00DHXY19492:		1,150.25
00DHXY19493:	00DHXX000042041	
1001T1ZFKSC:	WAN ACCESS 0-30 MI	401.25
102T1KSCYMC:	WAN MIDLINK IDNX	749.00
103T1FSTSMC:		1,150.25
106T1JFCYMO:	00DHXX000042042	
106T1STLSMO:	WAN MIDLINK IDNX	749.00
107T1ZJFCYF:	WAN ACCESS 0-30 MI	401.25
124T1ELDNMO:		1,150.25
162T1STLSMO:	00DHXY191709000	
183T1STCHMC:	WAN ACCESS 0-30 MI	401.25
3143011556:	WAN MIDLINK IDNX	749.00
3143011557:	WAN ACCESS 0-30 MI	401.25
3143011558:		1,150.25
3143011559:	00DHXY191713001	
3143011571:	WAN ACCESS 0-30 MI	401.25
3143011572:	WAN MIDLINK IDNX	749.00
3143011634:		1,150.25
3143011635:	00DHXY191715001	
3143011636:	WAN MIDLINK IDNX	749.00
3143011636:	WAN ACCESS 0-30 MI	401.25

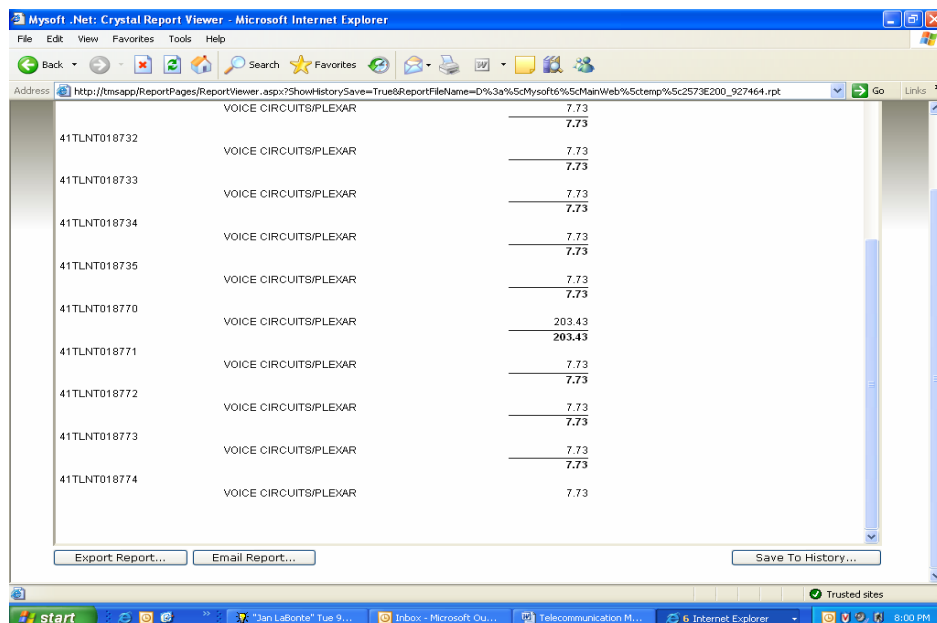
Navigation Tip

1. Click on the icon to the left of the printer and this will close the grouping or list of numbers, which will allow you to view more detail information on the screen. Click on it again and the information is back.

To print the report, click on the printer icon at the top of the Crystal Report screen. This will give you the normal printer selections. You can also select File, Print from the menu.



To export the data, scroll down to the bottom of the report and click Export Report....
If you are prompted for a user id - select cancel.



Select the Export Format from the drop down menu and click Export. You will be prompted to save the report to a folder on your local PC or server.

